

2006

AOC Executive Board Meeting

April 28 (Friday) , 3:00 pm Central Time
Call 612-625-2003 and ask for "AOC Meeting"

Agenda

- Approval of Board meeting minutes of March 3 (see appendix A, Ruihong)
- Planning of China Exchange Session (Xiusheng)
- Annual Meeting (Chenghai, Ruihong)
- Student Awards (Naiqian)
- Student Activities (Changying)
- IMPACT Newsletter (see appendix B, Shaojing)
- Election of new officers (Juming)

Appendix A.

Minutes: AOC Board Teleconference

Friday, March 3, 2006

The AOC Board teleconference was held on Friday, March 3, 2006. AOC President Ruihong Zhang called the meeting to order at 1:00 PM PST (3:00 PM CST).

There were seven members in attendance and they were (alphabetically): Changying Li, Zhongli Pan, Shaojin Wang, Jiannong Xin, Xiusheng Yang, Qiang Zhang and Ruihong Zhang

President Ruihong Zhang inquired about suggestions and comments on the minutes of January 13, 2006 Board Meeting. There were no additional comments and the minutes were approved and posted on the AOC website.

-China Exchange Session

- Xiusheng acknowledged the financial support on the China Exchange Session. He updated the information about the invited speakers: 4–5 speakers from China and 2–3 from the US. Those potential speakers have been contacted for a few times and will be confirmed. Xiusheng will prepare the invitation letter for the speaker's visa application from AOC with the help of Ruihong and in the mean time to ask Sharon McKnight (ASABE) to send the invitation letter to those speakers from China.
- Xiusheng will contact the director of meeting from ASABE to clearly determine the deadline for submission of program of China Exchange Session, and the total meeting time allocated for the session, which is on Tuesday afternoon.
- With the suggestion of Zhongli and Ruihong, Xiusheng will ask those Chinese speakers to make donations to AOC, which could be listed as sponsors for the AOC annual

meeting, published in the AOC website, and presented with an appreciation plaque. If everything goes well with positive response on fund raising, the detailed work can be transferred to Yanbin for following-up.

- Annual Meeting and Dinner Planning

- The Annual AOC meeting announcement has been submitted to ASABE in January and has been included in the preliminary program of ASABE meeting. After much discussion on the dinner plan based on the information that Joan provided, the board members agreed to use the restaurant, Bridgeport Brewpub. Considering the relatively high cost of meal, we decided to choose Chicken (main course) for all and include dessert, which gives the cost of each meal at \$36.58 (taxes and 18% gratuity included). Because of higher meal cost than originally planned, we decided to charge \$10 per person for students and attendees from China with free meals only provided to invited guests. The Board acknowledged the effort of Joan and others for planning out the dinner event.
- This year, we are planning to give out up to 6 student paper awards. Naiqian, Chair of the Award Committee is planning to send the Call for Papers at the end of March and he is looking for volunteers (5–6) to serve on the judge panel. Please contact Naiqian for details.

- IMPACT Newsletter

- Shaojin reported the preparation situation about the next issue of IMPACT newsletter. The articles in most columns are nearly ready to be published on March 25, 2006. He still welcomes the AOC members' contributions to News in brief and other columns.

- Student Activities

- Changying opened a discussion about the Student Activity Committee (SAC). The SAC holds a meeting once a month and publishes E-news every two months. In order to recruit more student members, the SAC is trying to find one student delegate/representative in the related agricultural/biological engineering department in most universities of North America. Ruihong suggested to identify an AOC faculty member first and then a recommended candidate for this delegate, which would be desirable.
- There are not many responses from the students in China after sending the information about AOC via email and BBS in the related universities. Next time the SAC will try to send hard copy pamphlets about AOC and membership application form. Zhongli suggested to select 5–10 representative universities for mailing purposes. AOC would cover the mailing cost.
- E-news has published two issues up to now and has been sent only to AOC student members. Ruihong asked to send the E-news also to AOC Board members and to see if we need to send it to regular members. Due to the limited source of the E-news, it is suggested to remind all the AOC members for contribution roughly two weeks before the publication.
- The SAC is planning to have a similar student gathering dinner during the annual ASABE meeting, probably on Monday evening. Two faculty members will be invited to make a presentation and one of them could be from the industry. Most Board members at the meeting agree to support this activity (about \$10 per person and within \$300 in total) but ask to gather more detailed information about the dinner.

- Fund Raising Activities

- Since Shufeng and Yanbin were absent, Ruihong will contact them regarding further possible donations before the annual AOC meeting.

-AOC technology database

- Zhongli solicited the response on announcement of the establishment of AOC member expertise and technology cooperation database and expertise form sent in last December. Since this happened rather long ago, he will send the announcement again to AOC board members and hope to discuss about it and make a decision at the next Board meeting.

The next meeting was consolidated to 1–2 PM PST (3–4 PM CST) Friday, April 28, 2006.

With no other new business, the AOC Board teleconference was adjourned at 2:18 PM PST by President Ruihong Zhang.

Respectfully Submitted,

Shaojin Wang
March 6, 2006

Appendix B – Planning for IMPACT newsletter

Provided by Shaojing Wang

Next issue of IMPACT Newsletter is scheduled to be published on June 25, 2006. We still have time to prepare it but I need to propose those items during this meeting because next meeting would be too late. Please look at the following for discussion:

Welcome message from President	Ruihong Zhang
Student awards	Naiqian Zhang
AOC meeting activities	Chenghai Yang
Meeting minutes in March, 2006	Shaojin Wang (Joan Wu)
AOC Executive Board Election	Juming Tang
Featured story on Xiusheng Yang	Xianglian Li
University Spotlight (three options)	Iowa State Univ (Hongwei Xin)
	Mcgill Univ (Ning Wang)
	North Carolina State Univ (Jiayang Chen?)